



**REQUEST FOR QUOTE FB-00335  
INTERIOR FOLIAGE MAINTENANCE SERVICES**

**ROADMAP**

**CONTRACT OVERVIEW:**

The purpose of this solicitation is to establish a contract for the purchase of weekly interior foliage maintenance for the Miami-Dade Aviation Department (MDAD). The services include, but are not limited to, interior plant material and decorative planters cleaning, watering, water removal, pruning and trimming, plant alignment and rotation, litter and debris removal, pest and disease control, fertilization, replacement and installation of new plants, and rental of plants for special events.

**CONTRACT TERM:** 5/01/2016 through 4/30/2021

**TOTAL VALUE:** \$ 210,000.00

**BPO No.:** ABCW1600388

**COMMODITY:** 595-61 PLANTS, INDOOR

910-61 PLANT MAINTENANCE, INDOOR

985-62 LEASING SERVICES OF PLANTS

**PROCUREMENT CONTRACTING OFFICER:**

Jennyfer Calderon

Phone: (305) 375-5312

Fax: (305) 375-4407

Email: [jcalder@miamidade.gov](mailto:jcalder@miamidade.gov)

**EVENT LOG**

ADD NO. ↓	DATE ISSUED ↓	EVENT ↓	AGENT ↓
2	7/27/2016	Ketty's Unique Design Corp. has met all requirement to be added on <b>Group 2</b>	Jennyfer Calderon
1	05/03/2016	Issue original roadmap	Jennyfer Calderon

**PART #1: GROUPS AWARDED**

Awarded vendors have been pre-qualified to participate in spot market purchases for the following groups:

**Group 1:** Interior Foliage Maintenance – Awarded to Victoria's Plants Designs

Item No.	Est. QTY.	Unit of Measure	PLANT DESCRIPTION & GROW POT SIZE	Weekly Maintenance
1	6	per Plant	Aglaonema 10"	\$ 3.12
2	17	per Plant	Aglaonema 14"	\$ 18.19
3	4	per Plant	Aglaonema 8"	\$ 0.88
4	3	per Plant	Aralia Fruticosa 14"	\$ 5.79
5	5	per Plant	Areca Palms 14"	\$ 9.65
6	3	per Plant	Chamaedorea 14"	\$ 3.21
7	9	per Plant	Dracaena Janet Craig 10"	\$ 4.68
8	1	per Plant	Dracaena Janet Craig 14"	\$ 1.07
9	8	per Plant	Dracaena Janet Craig 17"	\$ 18.08
10	1	per Plant	Dracaena Janet Craig Compacta 14"	\$ 1.07
11	80	per Plant	Dracaena Janet Craig Compacta 4"	\$ 12.00
12	2	per Plant	Ficus Ail 17"	\$ 4.52

13	29	per Plant	Ficus Benjamina, Nitida, Monique and Ali 32"	\$ 132.53
14	1	per Plant	Fishtail Palm 36"	\$ 4.57
15	10	per Plant	Merrilli Palm 28"	\$ 45.70
16	1	per Plant	Orchid 4"	\$ 2.03
17	5	per Plant	Orchid 6"	\$ 20.30
18	1	per Plant	Pothos 6"	\$ 0.15
19	9	per Plant	Pothos 6"	\$ 1.35
20	80	per Plant	Sanseveria 10"	\$ 41.60
21	315	per Plant	Scindapsus 8"	\$ 69.30
22	92	per Plant	Scindapsus Aureus 'Neon' 4"	\$ 13.80
23	30	per Plant	Spindle Palm 17"	\$ 67.80
24	2	per Plant	Warnecke Gold Star 10"	\$ 1.04
25	28	per Plant	Warnecke Gold Star 14"	\$ 29.96
26	39	per Plant	Warnecke 14"	\$ 41.73
27	115	per Plant	Zamiocubcas 10"	\$ 59.80
<b>Item No.</b>	<b>Est. QTY.</b>	<b>Unit of Measure</b>	<b>Additional work</b>	<b>Hourly Rate</b>
28	250	per Hour	Hourly rate per person as listed in Section 3.3 k. (The estimated quantity is based on an annually usage)	\$ 30.00

**Group 2:** Rental of plants and decorative planters – Awarded to the below Prequalified Vendors

<b>Vendor</b>	<b>Fein / Suffix</b>	<b>Contact Name</b>	<b>Phone Number</b>	<b>Mobile Number</b>	<b>E-mail Address</b>
<b>Ketty's Unique Design Corp.</b>	841725305 / 01	Ketty Gerardo	305-258-1717	305-258-6203	info@kettysud.com
<b>Rentokil North America Inc. D/B/A Ambius</b>	23-1568350 / 03	Kelvin Medina	954-961-4700	954-849-2969	kelvin.medina@ambius.com
<b>Victoria's Plant Designs, Inc.</b>	65-0992408 / 01	Tim Mendizabal	305-969-2950 Ext. 4	305-304-2456	tim@victoriasplantdesigns.com

**PART #3: INSTRUCTIONS FOR EACH SOLICITATION**

This contract requires each acquisition to go through a competitive, spot market Request for Quote (RFQ), prior to the award of a Work Order (WO).

Departments are to utilize the above vendor contact information for the issuance of all RFQ's. These contacts listed above are authorized to respond to all County requests and are to be included in each RFQ issued against the contract. Failure to utilize the above contacts for the vendors listed, may result in cancellation or rejection of a RFQ solicitation. . It is highly recommended that the RFQ's be issued via e-mail for tracking and reporting purposes.

**METHOD OF AWARD**

RFQ's may be awarded to the vendors with the lowest price in the aggregate, per-group, or on a per-item basis.

**USER DEPARTMENT RESPONSIBILITY**



It is the responsibility of the user Department to ensure compliance with the above-mentioned procedures. Purchase under this contract will be subject to random review or audit by County authorities, including the Procurement Management Services Division, Audit and Management, and the Office of the Inspector General.

#### **RECORD RETENTION**

For each purchase order issued under this contract, the user department shall maintain a record of the purchase including: market research performed, all quotes sought, all quotes obtained, required exception forms, and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit in accordance with the County Records Retention regulations.

#### **APPLICABLE ORDINANCES**

Each Solicitation shall be consistent with the Master Procurement Implementing Order (I.O.) NO.3-38.

The following ordinances shall be applicable to each solicitation issued under this contract: Local Preference, SBE, Cone of Silence, and County User Access Program (UAP) and Office Inspector General (IG) when allowed by funding source.